

UNIVERSITY OF ESSEX
DEPARTMENT OF PHILOSOPHY
STUDENT REFERENCE REQUEST FORM

Please complete using BLOCK CAPITALS as appropriate

1. Personal Details of Person Requesting the Reference

Full name

.....

Address

.....

.....

.....

Telephone number Email

Student registration number, if known

Dates of the period as a student at the University

DepartmentDegree Scheme Title

2. Details of the Individual(s) to Provide the Reference

Please provide below details of the member(s) of staff most appropriate to provide the reference.

Name(s)

.....

Department

Reason(s) they are qualified to provide the reference:

.....

.....

3. Purpose/Destination of Reference

Please provide below the purpose of the reference so that the person providing it can make it as relevant as possible, along with details of where the reference should be sent:

Purpose of the Reference

.....

.....

.....

Name and address of the individual/organisation requesting the Reference

(It is the student's responsibility to give full details of individual institutions' requirements for the submission of references, eg in signed sealed envelope for return to student, on institutional form, directly to institution with address supplied etc.)

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.....

.....

Telephone number Email

4. Timescale/Special Circumstances (Please allow two weeks for the provision of a reference.)

If relevant, please provide below details of any timescale within which the reference must be supplied, or any other special circumstances that should be taken in account:

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5. Curriculum Vitae

Please attach an up-to-date curriculum vitae to this form, as it will be extremely helpful to the person writing a reference on your behalf.

6. Information for Students Requesting References

Please read the following information about the provision of student references at the University of Essex:

Standard University policy is to retain references provided for current or former students for a minimum of three academic years after the year the reference is provided, or ten academic years for research students. The University cannot guarantee to be able to provide a full reference to students after three years after the student's departure from the University or ten years in the case of research students, although every effort is made to do so. After the three or ten year period, the University is still able to provide on request information confirming at least an individual's period of study and academic qualifications attained.

All personal data contained in references are managed in accordance with the Data Protection Act 1998. Please note that, under section 37 of the Act, references given by the University are exempt from disclosure to individuals requesting access to personal data held about them by the University.

Students may wish to provide the staff member from whom the reference is requested with their de-anonymised essays and comment sheets. This can allow for a more effective reference.